

City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Tuesday, September 14, 2010
City Hall Conference Room
4000 Main Street, Rowlett, Texas

Meeting Minutes

I. Call to order

Chairman, Katherine Rinz called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:20 pm on Tuesday, September 14, 2010. The Roll call was conducted via sign in sheet. The following members were present: Dr. Lori McKelroy, Katherine Rinz, Jeri Fontenot, Tim Pace, Joe Tilger, Lt. Marvin Gibbs and Jeff Ochsner. Absent from the meeting was Lynn Hooper and that absence was unexcused.

II. Consider approving the Minutes from the July 13, 2010 meeting.

The Minutes from the July 13, 2010 meeting were passed out and board members were given time to review the Minutes. The Chairman opened the floor for comments or questions and none were made. Ms. Rinz called for a motion to accept the Minutes as written. The motion was made by Tim Pace and was seconded by Jeri Fontenot. The motion was passed with none opposed.

III. Update and discussion from staff on signage for the Animal Shelter.

The item was opened by the Chairman and the floor was given to Lt. Marvin Gibbs. Lt. Gibbs told the Board that he was able to get the Parks Department and have them trim up the trees in front of the Animal Shelter giving the shelter better visibility from the street. He went on to say that he had been in contact with the Supervisor of Street Maintenance, Mr. Robbin Webber with regards to putting up additional signage for the Animal Shelter along Lakeview Parkway. The result from their meeting was that the purchase of additional signage would be cost prohibited due to the State Transportation Department requiring break away poles and specialized material used in making of the signs. Lt. Gibbs finished by telling the Board that the State Transportation Department is very restrictive in allowing cities to display signage along State Highways due to sign clutter that may confuse drivers with too much information. Joe Tilger gave the Board a quick update on where the current signs are located and after a brief discussion among the members, the Chairman closed the item by moving on to the next item.

IV. Update and discussion from staff with the results of the August 14 2010 Adopt-a-thon.

The Chairman opened the item for discussion and gave the floor to Jeff Ochsner. Mr. Ochsner said that they had over 250 visitors and that they were able to place a total of eighteen pets, three cats and fifteen dogs. He went on to say that Dr. McKelroy had implanted twenty-eight microchips. He continued and said that 72% of the visitors found out about the event from the Public Information Office a-frame advertisement campaign. Mr. Ochsner finished by saying that "all in all the shelter had another very successful adoption event". Jeri Fontenot remarked that "FRAs" did well with donations and noted that

a lot more of the adoptions occurred in the late afternoon. After a little more talking among members, Chairman, Katherine Rinz closed the item from discussion and moved into the next item.

V. Update and discussion from staff with Animal Shelter quarterly numbers.

The Chairman opened the item and recognized Jeff Ochsner. Jeff Ochsner gave out all of the significant statistics for the Animal Shelter. Mr. Ochsner explained to the Board that the main reason the overall numbers were down was due to the fact that they hadn't been able to find a qualified applicant to fill the open Animal Control Officer position. Lt. Gibbs added that when the Animal Control position is filled, he will be extending the patrol hours to 7:00p and by extending patrols hours, we would anticipate those numbers to increase sharply. After further discussion, the item was closed by the Chairman.

VI. Update and discussion from staff on status of cat containment ordinance.

The item was open and the Chairman immediately gave the floor to Lt. Marvin Gibbs. Lt. Gibbs said that he hadn't had an opportunity to bring this item before City Management and after a brief discussion, the Chairman, Katherine Rinz tabled the item.

VII. Update and discussion on obtaining sponsorship for purchasing Microchips.

The Chairman opened the item for discussion. Jeri Fontenot told the Board that she requested the item be placed on the agenda and wanted to know if Dr. McKelroy could give an update. Dr. McKelroy said that she had recently met with a representative from the Bayer Company and discussed with them the possibility of their company sponsoring a microchip program. Dr. McKelroy went on to say that she was still in the beginning stages of their discussion and wasn't able to report any news at present time. Dr. McKelroy finished by saying that she was exploring other possible avenues for funding and hopefully, would be able to report back with good news at a later date. After the discussion was concluded, the Chairman moved on to the next item.

VIII. Discussion of utilizing Facebook for advertising/education for the Animal Shelter.

The item was opened for discussion by the Chairman Katherine Rinz and Dr. McKelroy asked if the Animal Shelter had a Facebook page. Ms. Jeri Fontenot answered by saying that "FRAs" has been posting the adoptable animals on their Facebook page and if you type in "Rowlett Animal Shelter" on Facebook, it will take you to "FRAs" Facebook page. Ms. Rinz asked the question "could the Animal Shelter have its own independent Facebook page, if not, can FRAs be the semi official Facebook page and could that page be linked to the City's webpage. Lt. Gibbs said that the City does have a Facebook page but doesn't have a page for each department. He went on to say that there has been some discussion about having individual Facebook pages for some departments but nothing been decided at this point. Lt. Gibbs went on to say that the city would need to maintain control over the content of the page and finished by telling the Board that he would need to bring in the Public Information Office and seek their guidance before any decisions could be made. The Board members discussed the item at length and the Chairman closed with no formal action being taken.

IX. Public announcements.

The Chairman opened the item asking if there were any announcements. Jeri Fontenot said that on Saturday, October 23, 2010 "FRAS" will be co-hosting with Animal Services an adoption event at the Animal Shelter. No other announcements were made and the item was closed.

X. Topics for future agendas.

The item was opened by the Chairman who said that she would like to meet and discuss the joint meeting with the City Council. Jeff Ochsner said that at the next meeting the Board will be required to elect a new Chairman and Vice Chairman since both of their terms are scheduled to expire on September 30, 2010. The conversation then focus on the next meeting date and Lt. Gibbs said that he and Joe Tilger had a scheduling conflict with Tuesday, November 9, 2010 and proposed that the Board meet on Tuesday, November 2, 2010. After a brief discussion, Joe Tilger made the suggestion that he meet with the City Sectary to make sure there were no scheduling conflicts with the proposed date. All were in agreement. In closing, Lt Gibbs recapped the items for discussion as follows:


1. Meet to discuss the joint meeting with the City Council.
2. Welcoming and introductions of possible new members.
3. Allow for the City Sectary to administer the Oath of Office to the newly appointed members.
4. Election of new Officers.
5. Receive an update of any progress made on the proposed Cat Containment Ordinance.
6. Receive an update of any progress made with the sponsorship of microchips for adopted animals.
7. Receive an update of any progress made on obtaining a Facebook page for the Animal Shelter.
8. Receive an update of year end statistic for the Animal Shelter.
9. Receive an update on the results from the October 23, 2010 adopt-a-thon.

No other items were suggested and the item was closed.

XI. Adjournment.

The Chairman, Katherine Rinz made a motion to adjourn and was seconded by Tim Pace. Meeting was adjourned at 8:34 pm.


Ms. Katherine Rinz, Chairman


Jeff Ochsner, Assigned City Staff

11/2/10
Date Approved